

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting September 19, 2018

18-09-19-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, September 19, 2018. The meeting was called to order by Chairman Luke Britt, Public Access Counselor, at 9:30 a.m. in Conference Room 3, Indiana Government Center South-First Floor.

Members present constituting a quorum: Luke Britt, Public Access Counselor; Samantha Chapman, Designee for Connie Lawson, Secretary of State; Tammy Glickman, Designee for Leslie Crane, Commissioner, Department of Administration; Doug Kowalski, Designee for Paul Joyce, State Examiner, State Board of Accounts; Chandler Lighty, Executive Director, Indiana Archives and Records Administration; Graig Lubsen, Designee for Dewand Neely, Chief Information Officer, Office of Technology; Jacob Speer, Director, Indiana State Library.

Members absent: Cynthia Carrasco, Governor's Designee.

Guests: Kendra Leatherman, Auditor of State's Office.

IARA staff in attendance: Marilyn Fernandez, Deputy Director; Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management.

18-09-19-02

NEXT MEETING

Luke Britt announced the next meeting will be held October 17, 2018 at 9:30 a.m. in Conference Room 3, Indiana Government Center South, 1st Floor.

18-09-19-03

PREVIOUS MEETING

A motion was made by Tammy Glickman and seconded by Graig Lubsen to approve the minutes of the August 15, 2018 meeting. Motion carried.

18-09-19-04

NEW BUSINESS

Luke Britt introduced Chandler Lighty, Executive Director, Indiana Archives and Records Administration.

Mr. Lighty stated he was excited to be here, already identified he has a lot of work to do, but the fortunate thing is that he has some really outstanding staff; they will just hit the ground running.

18-09-19-05

DIRECTOR'S REPORT

Chandler Lighty stated there has been a section added for electronic records because he wants to keep this board updated on where we are on electronic records. Mr. Lighty stated an exciting thing that happened: we were recently contacted by an attorney in Noblesville whose firm had historically represented D.C. Stephenson - he was Grand Dragon of the Indiana Klan. They had his case file just sitting in his basement; the attorney is in his 80s and wanted to give the files to a repository. Our decision to accept the files raised an interesting question whether attorney-client privilege has been preserved over these hundred years. Luke Britt had some fun digging into that

and thinks we're okay (no state liability – privilege would be asserted by the estate of D.C. Stephenson).

18-09-19-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULE(S)

The Oversight Committee on Public Records took the following action regarding retention and disposition schedules.

1. AUDITOR OF STATE

Agency-wide Schedule

A motion was made by Tammy Glickman and seconded by Samantha Chapman to adopt Schedule No. 1 as submitted. Motion carried.

2. DEPARTMENT OF TRANSPORTATION

Bridge Design

Tammy Glickman: Is all this paper still being housed somewhere?

Amy Robinson: Most was probably destroyed years ago under General Retention Schedule record series. The Department of Design, whose retention schedule hasn't been updated since 1989, no longer exists, and the other INDOT retention schedules on today's agenda are the current divisions, to which the still-active record series are being transferred. The majority of the Design series are being deactivated, though, because they haven't been used for many years, and were long-ago superseded by the GR. Those few actual records that may remain are most likely in electronic format, so no, there's not a lot of paper being stored.

A motion was made by Jacob Speer and seconded by Doug Kowalski to adopt Schedule No. 2 as submitted. Motion carried.

3. DEPARTMENT OF TRANSPORTATION

Bridge Management

Amy Robinson: I have a note: RS 84-150 is being deactivated, and is shown as replaced by GRPUB-1 on the General Retention Schedule. That was the case at the time this schedule was circulated for approval, but since then we've updated the GR, dividing that series into GRPUB-1, Agency Publications, and GRPUB-2, Annual Reports. Record Series 84-150 is in the 2nd category, so we need to note that while it's still being deactivated, the series to use in place of it is now GRPUB-2.

Luke Britt: Is this something we need to table until the next meeting?

Amy Robinson: No, there's no actual change to what's happening. The item is still being deleted, and the GR series replacing it is still the one for Annual Reports, it just has a new number, so we need to correct that reference here.

A motion was made by Doug Kowalski and seconded by Graig Lubsen to adopt Schedule No. 3 with the change to the GR series number to GRPUB-2. Motion carried.

4. DEPARTMENT OF TRANSPORTATION

Department of Design

A motion was made by Doug Kowalski and seconded by Tammy Glickman to adopt Schedule No. 4 as submitted. Motion carried.

5. DEPARTMENT OF TRANSPORTATION

Multi-modal Planning and Programs

A motion was made by Tammy Glickman and seconded by Graig Lubsen to adopt Schedule No. 5 as submitted. Motion carried.

6. DEPARTMENT OF TRANSPORTATION

Road Design

A motion was made by Jacob Speer and seconded by Doug Kowalski to adopt Schedule No. 6 as submitted. Motion carried.

7. DEPARTMENT OF TRANSPORTATION

Utilities and Railroads

A motion was made by Tammy Glickman and seconded by Samantha Chapman to adopt Schedule No. 7 as submitted. Motion carried.

18-09-19-07

NEW BUSINESS

After a brief discussion, it was decided that future Oversight Committee on Public Records meetings would start at 9:45 a.m. instead of 9:30 a.m.

18-09-19-08

ADJOURNMENT

There being no further business before the Committee, meeting adjourned at 9:42 a.m.